

Ringgold Baptist Church

Personnel Handbook

Approved by Ringgold Baptist Church: June 10, 2015

Ringgold Baptist Church

Personnel Handbook

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Section 1: Introduction

Welcome

Welcome to Ringgold Baptist Church! We consider you to be a gift from God and look forward to working with you as a member of our ministry team or non-ministry team. Your gifts and talents which you bring to your position are most appreciated. We are committed to working together with you in service to our Lord through this ministry.

As an employee of Ringgold Baptist Church, you represent this ministry in both your work life and private life. Our hope is that you would always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your belief in the Church's Mission Statement.

Introductory Statement

The following pages of the Personnel Handbook contain a general overview of procedures and policies established by our congregation for its employees, as well as an explanation of certain benefits provided with this employment.

It is important that you read, understand, and become familiar with the Personnel Handbook and comply with the standards, policies, and procedures which have been established. Please talk with the Pastor and/or Personnel Committee if you have any questions or need additional information.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as deemed necessary or appropriate. However, at all times the congregation will comply with all applicable state and federal employment laws.

The information in this Personnel Handbook supersedes and replaces all previous personnel policies, procedures, benefits, and rules of conduct. Please note that this handbook was developed using the Ringgold Baptist Church By-Laws dated April 15, 2015.

Purpose of the Personnel Handbook

This Personnel Handbook contains the personnel policies, procedures, and job descriptions for the employed staff of Ringgold Baptist Church. It also functions to:

- A. Maintain a focus on the purpose of the Church.
- B. Assist in orientation of new staff members.
- C. Help staff members understand their expectations, responsibilities, and compensation packages.
- D. Inform staff members of their relationship as members of Ringgold Baptist Church.
- E. Minimize conflicts and misunderstandings.
- F. Encourage personal and professional growth.
- G. Inform the congregation of personnel policies and procedures.
- H. Help church understand and follow all Federal/State employment laws.
- I. Serve as guide for the Personnel Committee on all personnel matters.

Location(s) of Personnel Handbooks

Copies

- #1 Main Office
- #2 Administrative Secretary
- #3 Pastor
- #4 Chair of Personnel Committee
- #5 Chair of Deacons
- #6 Chair of Finance Committee

Ringgold Baptist Church Website

The six Personnel Handbooks and the website will immediately be updated by the Personnel Committee with modifications, additions, deletions, and/or revisions approved by the congregation. A listing of all approved changes with approval dates will be recorded by the Personnel Committee.

Section 2: Employment

Nature of Employment

Employees are persons, including those covered by a covenant or an equivalent document, in service of an employer, where the employer has the power and right to control and direct the employee in the material details of the work performed.

All Ringgold Baptist Church employees are employees-at-will.

Consequently, both employee and Ringgold Baptist Church have the right to terminate the employment relationship at any time with or without cause or advance notice after providing the other party with **written notice**.

This handbook is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of Ringgold Baptist Church or its employees. No offer of employment and no statement or representation in this handbook, in any other Ringgold Baptist Church publication, or in any Ringgold Baptist Church policy or made by any Ringgold Baptist Church employee shall be construed as a promise or guarantee of long-term employment or for any period of time. Furthermore, no provision in this handbook or any other employment policy statement changes the terms of this at-will employment policy. No Ringgold Baptist Church representative may change the at-will employment relationship, except by the explicit approval of the congregation of Ringgold Baptist Church.

Expectations of Employees

Conduct - Employees are expected to conduct themselves in a Christian manner at all times.

Attendance and Punctuality – Attendance at work must be regular, punctual, and reliable as such attendance is essential to the performance of any church position. A consistent pattern of absence or tardiness may lead to disciplinary action up to and including termination.

Personal Appearance – The appearance of employees makes an impression on all with whom they come in contact. Employees are expected to dress neatly and

appropriately when representing Ringgold Baptist Church. Appropriate dress is especially important during worship services in the sanctuary. Employees are to refrain from carelessness or untidiness in appearance and to reflect the same concern regarding their desks, office, and work spaces.

Personal Affairs – The employee’s financial, domestic, social and legal affairs should be conducted in such a manner as not to reflect negatively on Ringgold Baptist Church.

Employee Relations – Ringgold Baptist Church believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other church employers. If employees have questions about work conditions or compensations, they are encouraged to voice these openly and directly with the Pastor and/or the Personnel Committee. When employees deal openly and directly with supervisors, the work environment can be excellent, communication can be clear, and attitudes can be positive. Ringgold Baptist Church will endeavor to demonstrate its commitment to employees by responding in a reasonably effective manner to employee concerns. Every effort should be made by employees to get along with their fellow employees, contributing to a sense of teamwork.

Ringgold Baptist Church Membership and Participation – All employees should be active members of a Christian church and maintain such status throughout the term of employment. The Pastor, Minister of Music, Minister of Youth, and Minister of Children must be members of Ringgold Baptist Church during the course of employment and must exercise responsible participation. Membership must be initiated within the first 90 days of employment.

Outside Employment

The Pastor will be granted time away (as outlined in the Covenant between Pastor and Ringgold Baptist Church) for temporary outside opportunities such as speaking engagements, revivals, retreats, conferences, and mission trips. Requests by Pastor for time away events should be presented to and approved by the Board of Deacons. The Pastor has the responsibility of securing a substitute during his absence.

For all other employees of Ringgold Baptist Church (all part-time positions), any concurrent outside employment must not interfere with employee's ability to perform his or her said duties.

Conflict of Interest

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a direct or indirect personal gain for that employee or for a relative or acquaintance or business affiliate of such employee as a result of the Church's business dealing.

If employees have any influence or transactions involving purchases, contractions, or leases and a potential breach of duty to avoid conflicts can be inferred from the circumstances, it is imperative that they disclose to their supervisor the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Use of Church Computers

The Church's information systems are to be used predominately for church-related business. Use of any computer by an employee for any immoral or illegal purpose is strictly prohibited and may result in termination.

Personal use of the Church's information system or equipment by any user for any financial gain in connection with an outside consulting, business, or employment is prohibited.

Employees must exercise the utmost care in creating electronic communications that are professional and courteous, avoiding content considered to be defamatory, offensive, harassing, disruptive, or derogatory.

Equal Employment Opportunity

Ringgold Baptist Church is in full agreement with the intent of the Civil Rights Laws. It is our firm belief that the basis of employee selection for hiring, promotion, transfer, training, job assignment, hours of work, rate of pay, and working conditions should be according to ability, not age, race, color, national

origin, ancestry, gender, disability, or any other factors not considered pertinent to performance.

Because we are a church body, certain positions demand extensive understanding of and commitment to the doctrinal view of the Church. For such positions it is necessary for us to seek out individuals with specific religious training and/or recognition. In addition to the extent allowed by State Law for all positions, the congregation may give preference in hiring on the basis of religion, including persons who are members in good standing of a Southern Baptist congregation.

Immigration Reform and Control Act of 1986

The Church is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States.

As a condition of employment, employees will be required to provide documentation verifying their identity and legal authority to work in the United States, which includes the completion of Form 1-9, Employment Eligibility Verification.

New Hire Act

By federal law, all employers are required to report newly hired employees to the designated state agency in the state where the employees are hired within 20 days of the hire date. This requirement is the result of legislation designed to improve child support enforcement by locating parents who have neglected to pay support.

Employment of Minors

For employees less than 18 years of age, the hours of employment and working conditions strictly follow the regulations set forth by federal and state laws.

Employment Classification

Full-Time – Any employee who works greater than 30 hours per week

Part-Time – Any employee who works 30 or less hours per week

Employees may be asked to sign a statement recognizing their part-time status and that the employee may, therefore, not be eligible for certain benefits.

Fair Labor Standards Act (FLSA)

Certain job positions are exempt from coverage under the FLSA, which governs the payment of minimum wage and overtime. Some of the types of positions that are exempt from the FLSA are those of a managerial, administrative/executive, or a professional nature, although job titles do not control classification as exempt or non-exempt from the FLSA.

The Pastor of Ringgold Baptist Church has exempt status. All part-time employees are non-exempt. No non-exempt employee may work more than 40 hours per week without approval in advance by the Pastor and/or Personnel Committee and the Finance Committee. Overtime pay will only be granted in unique situations.

Job Descriptions

In order to mutually understand what is expected of all employees and for what each employee will be held accountable, a job description is utilized. Job descriptions are located in Section 3 of this Personnel Handbook.

Employees will be given a job description during the hiring process. Job descriptions summarize their duties and responsibilities and gives the employees important information relative to their new job. Each employee should read and study his/her job description carefully and discuss it with the Personnel Committee if there are questions.

The Personnel Committee reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate.

Sexual and Other Unlawful Harassment

Sexual harassment is any repeated or unwanted verbal or physical advance, a sexually explicit derogatory statement, or sexually discriminating remark that is

offensive, objectionable, and/or which may cause discomfort, including sending messages or photos electronically.

Employees or others within the church who have complaints of sexual harassment should (and are encouraged to) report such complaints to the Pastor. If this person is the cause of the offending conduct, the complaint may be reported to the Chair of the Personnel Committee. Any such complaint will be promptly and thoroughly investigated by the Pastor and the Personnel Committee. Strict confidentiality will be maintained at all times during and subsequent to an investigation. Reports and incidents shall, at all times, be maintained in a separate file created for that purpose. Any person who, after appropriate investigation, is found to have engaged in sexual harassment of another person will be subject to reasonable disciplinary action up to and including termination.

Initial Performance Review

In order for a new employee to become acquainted with his/her new position and for the Pastor and Personnel Committee to be assured that the employee is suited to his/her new position, **all new employees will have an initial performance review during the first three months after commencing work.** Additional reviews may be conducted if performance warrants.

The purpose of the performance evaluation is to let each new employee know how he/she is doing. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement.

Each new employee will have the opportunity to discuss his/her initial performance evaluation with the Pastor and the Personnel Committee. This is a good time to ask questions and clarify important points.

Section 3: Staff Organization and Job Descriptions

Employees/Status

Ministerial Staff:

Pastor	Full-time	Exempt
Minister of Music	Part-time	Non-exempt
Minister to Youth	Part-time	Non-exempt
Minister to Children	Part-time	Non-exempt

Ministerial Support Staff:

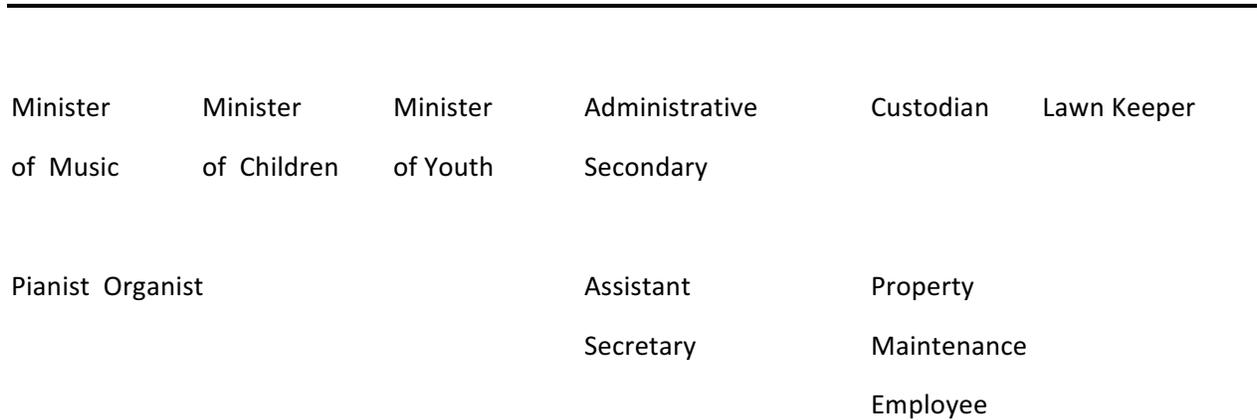
Pianist	Part-time	Non-exempt
Organist	Part-time	Non-exempt
Administrative Secretary	Part-time	Non-exempt
Assistant Secretary	Part-time	Non-exempt

Non-Ministerial Staff

Custodian	Outsourced by contract	
Lawn Keeper	Part-time	Non-exempt
Property Maintenance Employee	Part-time	Non-exempt

Staff Organizational Chart/Reporting Structure

Pastor



Please note the following:

The Pastor will supervise all ministerial staff, all ministerial support staff, and all non-ministerial support staff on a daily basis. The Personnel Committee will assist Pastor when needed.

The custodian position is currently outsourced by contract to a cleaning company.

The church’s custodian, property maintenance employee, and lawn keeper will also report to the Chairperson of the Building and Grounds Committee.

The Children/Youth Guidance Committee will provide support and guidance to the Minister of Children and the Minister of Youth.

The Music Committee will provide guidance and support to the Minister of Music.

The Personnel Committee will seek input from the Pastor and from appropriate committee and/or individuals when evaluating all paid personnel according to church’s personnel evaluation policy.

Job Descriptions

Pastor

(See Covenant dated September, 2014, in Section 10 for Job Description)

Minister of Music
(Part-time/Non-exempt)

Position Statement

The Minister of Music shall be responsible for coordinating the music programs of the church in cooperation with the Pastor.

Qualifications

1. Must be a dedicated Christian
2. Must demonstrate strong leadership abilities
3. A Bachelor's degree in choral music or equivalent is preferred
4. Must be a good communicator, capable of handling a wide variety of age and ability levels
5. Must be an organized, energetic worship leader capable of designing and administering an effective church music program
6. Must be available for all church services requiring a music program
7. Must have good communication skills
8. Must pass a background check as stipulated by Ringgold Baptist Church.
9. Must be willing to become a member of Ringgold Baptist Church as stated in church bylaws

Responsibilities

1. Cooperate with the Pastor in effectively relating music to all worship services of the church
2. Direct the music during worship services on Sunday morning and Sunday night when requested
3. Plan and conduct choir rehearsals each week
4. Plan for and conduct, in cooperation with the choir and accompanists, all special worship services for the church
5. Confer with and advise organist and/or pianist on matters relative to church service music, rehearsal plans, and special musical events
6. Organize and maintain the music library
7. Prepare the music budget
8. Administer and manage approved music budget

9. Recruit and train new members for the choir
10. Participate in church activities and work with various individuals and groups to promote ministry through music
11. Encourage and provide support to children and youth music programs.
12. Dress appropriately for all church services
13. Serve on the Music Committee
14. Notify the Pastor as soon as possible if unable to lead choir in church services or choir rehearsals
15. Cooperate with the Pastor for any other assigned duties relative to the music program

Minister to Children (Part-time/Non-exempt)

Position Statement:

The Minister to Children shall be responsible for all children's activities, engaging them in missions, personal witnessing, and Bible study with the goal of nurturing a Christian value system that will enable them to maintain a Christian lifestyle.

Qualifications:

1. Must be a dedicated Christian
2. A Bachelor's degree in Children/Youth ministry or equivalent is preferred
3. Experience in Christian education settings is preferred
4. Must demonstrate strong leadership abilities
5. Must be a good communicator with good communications skills
6. Must demand respect from children by demonstrating maturity, integrity, and fairness
7. Must be self-motivated, organized, and a good planner
8. Must be safety conscious at all times when supervising children
9. Must pass a background check as stipulated by Ringgold Baptist Church
10. Required to sign a confidentiality statement
11. Must be willing to become a member of Ringgold Baptist Church as stated in church bylaws

Responsibilities:

1. Work in partnership with Pastor, Children/Youth Guidance Committee, Minister of Music, accompanists, Children's Sunday School teachers, and parents to determine clear short-term and long-term goals and objectives for all children's activities
2. Provide a proper balance of Bible study, prayer, missions, and recreation to cultivate spiritual growth and a personal relationship with Christ

3. Supervise all children's activities from the beginning of the activity to the end of the activity
4. Recruit and train adult volunteers and chaperones
5. Create new ministries, special mission projects, and community outreach opportunities
6. Nurture and develop a prayer program for children
7. Participate with children in Vacation Bible School
8. Adhere to guidelines set forth by the Children/Youth Guidance Committee on children's activities and events
9. Provide guidance and counseling to children or refer to Pastor as needed
10. Develop written annual budget for Children/Youth Guidance Committee and Finance Committee
11. Actively foster and encourage participation of Children (by using social media and Ringgold Baptist Church's website) to communicate events and event details
12. Prepare and update information for church-wide newsletter and bulletin board relative to children's activities
13. Encourage attendance and participation of children in all church activities (for example, worship services, Sunday School, business meetings and discipleship studies)
14. Attend business meetings and present a children's ministry report for past and future activities
15. Keep on file a brief report of all activities where problems occurred (for example, discipline problems, injuries, sickness)
16. Keep on file a parent permission document giving the Minister to Children the permission to seek trained medical assistance if needed when parents cannot be reached
17. Set scheduled office hours – posted at a designated location

**Minister to Youth
(Part-time/Non-exempt)**

Position Statement:

The Minister to Youth shall be responsible for all youth activities, engaging them in missions, personal witnessing, and Bible study with the goal of nurturing a Christian value system that will enable them to maintain a Christian lifestyle.

Qualifications:

1. Must be a dedicated Christian
2. Bachelor's degree in Children/Youth ministry or equivalent is preferred
3. Experience in Christian education settings is preferred
4. Must demonstrate strong leadership abilities
5. Must be a good communicator with good communication skills
6. Must demand respect from youth by demonstrating maturity, integrity, and fairness
7. Must be self-motivated, organized, and a good planner
8. Must be safety conscious at all times when supervising youth
9. Must pass a background check as stipulated by Ringgold Baptist Church
10. Required to sign a confidentiality statement
11. Must be willing to become a member of Ringgold Baptist Church as stated in church bylaws

Responsibilities:

1. Work in partnership with Pastor, Children/Youth Guidance Committee, minister of Music, accompanists, Youth Sunday School teachers, and parents to determine clear short-term and long-term goals and objectives for all youth activities
2. Provide a proper balance of Bible study, prayer, missions, and recreation to cultivate spiritual growth and a personal relationship with Christ
3. Supervise all youth activities from the beginning of activity to the end of the activity

4. Recruit and train adult volunteers and chaperones
5. Create new ministries, special mission projects, and community outreach opportunities
6. Nurture and develop a prayer program for youth
7. Participate with youth in Vacation Bible School
8. Adhere to guidelines set forth by the Children/Youth Guidance Committee on youth activities and events
9. Provide guidance and counseling to youth or refer to Pastor as needed
10. Develop written annual budget for Children/Youth Guidance Committee and Finance Committee
11. Actively foster and encourage participation of youth (by using social media and Ringgold Baptist Church's website) to communicate events and event details
12. Prepare and update information for church-wide newsletter and bulletin board relative to youth activities
13. Encourage attendance and participation of youth in all church activities (for example, worship services, Sunday School, business meetings, and discipleship studies)
14. Attend business meetings and present a youth ministry report for past and future activities
15. Keep on file a brief report of all activities where problems occurred (for example, discipline problems, injuries, sickness)
16. Keep on file a parent permission document giving the Minister to Youth the permission to seek trained medical assistance if needed when parents cannot be reached
17. Set scheduled office hours – posted at a designated location

Organist/Pianist
(Part-time/Non-exempt)

Position Statement

The organist/pianist shall be responsible for working with the Minister of Music and the Pastor to provide music to enhance worship services and church programs.

Qualifications

1. Must have the ability to play piano and/or organ for small and large groups within the church
2. Must be proficient in reading music and timing of music
3. Must be a cooperative team player
4. Must be a dedicated Christian
5. Must be available for Sunday services and Wednesday evening service
6. Must pass a background check as stipulated by Ringgold Baptist Church

Responsibilities

1. Work with Minister of Music and the Pastor to administer a quality music program for all church services
2. Work with the Minister to Children, Minister to Youth, and the Pastor to coordinate appropriate music opportunities for children and youth
3. Play for all assigned and scheduled church services and choir rehearsals
4. At own discretion, provide music for church weddings and church funerals when requested
5. Dress appropriately for all church services
6. Notify the Minister of Music as soon as possible if unable to play for any service or rehearsal
7. Serve on the Music Committee
8. Cooperate with the Minister of Music and the Pastor for any other assigned duties relative to the music program

Administrative Secretary
(Part-time/Non-exempt)

Position Statement:

The Administrative Secretary is responsible for general bookkeeping, purchasing, maintenance of financial records, and other detailed secretarial and clerical duties.

Qualifications:

1. Must be a dedicated Christian
2. A degree/certificate in Administrative Support Technology or its equivalent is preferred
3. Must have knowledge/experience in office and clerical procedures
4. Must be able to use a variety of software packages including but not limited to Microsoft Office (Word/Excel/Power Point/Publisher)
5. Must be capable of effectively using ACS software
6. Must be able to maintain and update the church's website and internal data bases
7. Must be proficient in spelling, punctuation, grammar, and other English skills
8. Must have excellent proofreading skills
9. Must have good interpersonal skills
10. Must be capable of keeping job related duties confidential
11. Must have good customer service skills
12. Must have ability to operate and maintain office equipment
13. Must pass a background check as stipulated by Ringgold Baptist Church by-laws

Responsibilities:

1. Answer phone calls and monitor voicemail recordings
2. Monitor and respond to email
3. Forward/respond to USPS mail
4. Order and maintain adequate office supplies for the operation of the church office

5. Review invoices for accuracy and process for payments
6. Work closely with the church Treasurer to have all checks reviewed and signed
7. Prepare payroll for all church employees and process deposits and paperwork for all withholdings
8. Post weekly contributions to the ACS tracking system and balance with deposits
9. File quarterly IRS and State tax reports
10. Prepare and mail annual contribution statements to donors
11. Provide monthly reconciliation of all banking accounts
12. Work with the Finance Committee on the annual budget
13. Prepare monthly financial reports for Treasurer and Finance Committee chair for monthly meetings
14. Attend monthly Finance Committee meetings when requested by the Chair
15. Prepare bi-monthly business meeting reports
16. May be responsible for weekly pick up of deposit bags at bank
17. Prepare and distribute monthly Church Newsletter
18. Prepare and print weekly Church Bulletin
19. Update and print prayer request lists for Wednesday night services and Sunday School classes
20. Maintain accurate membership list
21. Maintain reservation list for Family Life Center and church van
22. Work with the Pastor in coordinating weekly and monthly calendars with the ministry staff
23. Assist the pastor with any other tasks deemed necessary

**Assistant Secretary
(Part-time/Non-exempt)**

Position Statement:

The Assistant Secretary shall be responsible for general office duties including administrative support for the Pastor.

Qualifications:

1. Must be a dedicated Christian
2. A degree/certificate in Administrative Support Technology or its equivalent is preferred
3. Knowledge/experience in office and clerical procedures is preferred
4. Must be able to use a variety of software packages including, but not limited to, Microsoft Office (Word, Excel, Power Point, Publisher)
5. Must be able to maintain and update the church's website and internal data bases
6. Must be proficient in spelling, punctuation, grammar, and other English skills
7. Must have excellent proofreading skills
8. Must have good interpersonal skills
9. Must be capable of keeping job-related duties confidential
10. Must have good customer service skills
11. Must have ability to operate office equipment
12. Must pass a background check as stipulated by Ringgold Baptist Church by-laws

Responsibilities (Assisting Administrative Secretary or when Administrative Secretary is absent):

1. Answer phone calls and monitor voicemail recordings
2. Monitor and respond to email
3. Forward/respond to USPS mail
4. Assist the Administrative Secretary and the Pastor with any other tasks deemed necessary, such as preparing, printing, and distributing Church Newsletter, Church Bulletin, and Weekly Prayer List

Lawn Keeper

Position Statement:

The Lawn Keeper shall be responsible for the maintenance and upkeep of the church grounds.

Qualifications:

1. Must be a minimum of 18 years of age
2. Must have proper knowledge of safe operation and use of lawn equipment
3. Must have proper knowledge of use and safe application of lawn chemicals such as fertilizer and weed killer
4. Must pass a background check as stipulated by Ringgold Baptist Church by-laws

Responsibilities:

1. Work under the supervision of the Pastor and the Chair of the Building and Grounds Committee
2. Mow all areas of the church grounds weekly or as needed
3. Trim grass around sidewalks and church area
4. Sweep or blow grass from sidewalks and porches after mowing or trimming
5. Report to the Pastor and/or the Chair of the Buildings and Grounds Committee immediately any unsafe conditions of church grounds to include porches, rails, steps, etc.
6. Contact the Pastor and/or the Chair of the Buildings and Grounds Committee if unable to complete any of the above responsibilities
7. Complete any other lawn keeper task(s) as assigned by the Pastor and/or Chair of Building and Grounds Committee

Property Maintenance Employee

(Part-time/Non-exempt)

Position Statement:

The Property Maintenance employee shall be responsible for the general maintenance and repairs of the church property. NOTE: Church property includes church, Family Life Center, parsonage, and rental house.

Qualifications:

1. Must be a minimum 18 years of age
2. Must have a valid Virginia driver's license
3. Must have proper knowledge of safe operation and use of equipment used for church maintenance
4. Must be able to lift and transport up to 50 lbs.
5. Must be able to climb ladder up to 6 feet
6. Must disclose any personal physical limitations or restrictions
7. Must pass a background check as stipulated by Ringgold Baptist Church
8. Knowledge and/or experience, in carpentry, electrical, plumbing, or general building maintenance preferred

Responsibilities:

1. Minor electrical knowledge; i.e. reset circuit breakers, change light bulbs, etc.
2. Minor plumbing knowledge; i.e. repair leaks in sinks, toilets, maintain all bathrooms in working order
3. Weekly check of all restrooms
4. Weekly check/care of areas that fall outside of the building; i.e. trash and debris in parking lot, at all entrances of church and Family Life Center
5. Bi-monthly buffing of Family Life Center VCT tile – using commercial buffer equipment
6. Monthly check of rooms, areas with machine equipment, ceiling leaks, etc.

7. Maintain the building and grounds supply room - proper labeling and storage of all supplies and tools
8. Maintain an inventory control sheet of supplies and request items as needed
9. Clean quarterly the kitchen exhaust filter and refrigerator
10. Provide preventive winter weather preparation; i.e. spread ice melt at all entrances, steps, sidewalks, and doorways and place tarps where needed
11. Report to Pastor and/or Building and Grounds Committee Chair immediately any unsafe conditions of church grounds to include leaks, water/moisture problems, porches, rails, steps, etc.
12. Contact Pastor and/or Building and Grounds Committee Chair if unable to complete any of the above responsibilities
13. Complete any other task(s) as assigned by Pastor and/or Building and Grounds Committee Chair

Section 4: Policies and Procedures for Hiring

Procedures for Employment

1. The Personnel Committee will determine staff needs based on input from the Pastor, Deacons, and the congregation.
2. If the need calls for the addition of an employee, the Personnel Committee will recommend the addition to the congregation for approval at a regular business meeting or a called business meeting. The recommended salary will be determined by the Finance Committee with input from Personnel Committee.
3. The Personnel Committee will advertise any needed position for a period of at least two (2) weeks. Positions will remain open until filled. A job description will be given to anyone applying.
4. A Ringgold Baptist Church job application and current resume must be completed to be considered for employment.
5. The Personnel Committee and the Pastor will screen all applicants.
6. Applicants selected will be interviewed and references checked by Personnel Committee.
7. The applicant selected will be recommended to the congregation (with recommended salary) for approval at a regular or called business meeting.
8. If the applicant is approved by the congregation, the Personnel Committee will offer position to the applicant. **At the beginning of employment, an orientation conference will be held between new employee, Pastor, and Personnel Committee.** The Employee Handbook will be fully discussed.
9. The new employee will be required to have two (2) criminal check reports. One will be with the Child Protective Services, and the other with the Virginia State Police. Both checks must be taken within the first two (2) weeks of employment. Ringgold Baptist Church will pay the fees for the criminal check reports.

In the event a criminal conviction exists, consideration will be given to the relationship between the conviction and the position that will be held. The Pastor and the Personnel Committee will make the final decision relative to employment. Falsification of application materials or failure to disclose

criminal conviction during the interview is grounds for termination of employment or non-selection of applicant. Confidentiality will be kept at all times.

10. A letter of appreciation will be sent to applicants not selected for the position.
11. The new employee will be on probation for the first three (3) months of employment. At the end of the three (3) months, the Pastor and the Personnel Committee will meet with the employee relative to performance during the probation period.

Ringgold Baptist Church
Application for Employment

Date of Application _____ Please Print and Answer all Questions.

Because we are a church body, Ringgold Baptist Church retains the right to give preference in hiring to persons who are members in good standing of a Christian congregation.

Personal Data

Name _____

Last

First

Middle

Present Address _____

Street/Road

City

State

Zip Code

Home Telephone _____ Cell Telephone _____

Religious Affiliation _____ Church Name _____

Are you 18 years or older? Yes No

Church Employment Information

Type of work or position applying for _____

Date available for work _____

Have you been employed by a church before? Yes No If yes, when _____

location _____ what position _____

Are you a citizen of the United States or do you have a valid authorization to work in the United

States? Yes No

Have you ever been convicted, pleaded guilty, or pleaded "no contest" to any crime, other than minor traffic violations in the past? Yes No If yes, please explain in detail _____

_____ (use back if more space is needed)

Have you ever been terminated or asked to resign by a previous employer? Yes No If yes, please explain _____

_____ (use back if more space is needed)

Do you have any condition(s), which might limit your ability to perform the job for which you are applying? (see job description) Yes No If yes, describe the condition(s) and what accommodation(s) would be recommended for you to perform the job responsibilities. _____

_____(use back if more space is needed)

Personal References

Name and Address	Telephone	Business/Profession/ Teacher/School	Length of Acquaintance
------------------	-----------	--	------------------------

- 1. _____

- 2. _____

- 3. _____

Employment History

List your complete employment record in date order with most recent first. List military service, if applicable, as part of employment record.

Employer Name _____ Telephone _____
Address _____
Date of Employment _____ Brief Job Description _____



Employer Name _____ Telephone _____
Address _____
Date of Employment _____ Brief Job Description _____



Employer Name _____ Telephone _____
Address _____
Date of Employment _____ Brief Job Description _____

Employer Name _____ Telephone _____

Address _____

Date of Employment _____ Brief Job Description _____

Education

School	Name of School Course of Study	Years Completed	Degree
--------	--------------------------------	-----------------	--------

College

College

Business

Trade

High

School

Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, criminal, driving records and any other related matters as may be necessary for an employment decision.

I hereby release employers, schools or individuals from all liability when responding to inquiries in connection with my application.

In the event I am employed, I understand that false or misleading information given in my application or interview may result in termination.

Signature of Applicant _____ Date _____

Employment

Ringgold Baptist Church is committed to equal employment opportunity for all qualified persons, without regard to race; color; national origin; age; disability; marital status; or other protected class to the extent required by law as applicable to RBC. As a religious institution, RBC reserves the right to prefer applicants on the basis of religion as permitted by federal, state, and local law. RBC may also prefer applicants on the basis of sex where sex is a bona fide occupational qualification for the particular position. RBC may also impose conduct requirements (e.g., no unmarried cohabitation) as necessary and appropriate for a Christian organization.

Ringgold Baptist Church is committed to providing reasonable accommodations to qualified employees and applicants, as required by the Americans and Disabilities Act.

Date Application Received by Personnel Committee _____

Compensatory Time (Flex Time)

Compensatory time for part-time, non-exempt employees will not be an option unless approved by the Pastor and Personnel Committee. Compensatory time will not be granted unless there is a necessity for more time in unique situations.

Overtime Pay

No non-exempt employee may work more than 40 hours per week without approval in advance by the Pastor and/or Personnel Committee. If unique situations occur requiring overtime pay, the Pastor and/or Personnel Committee will request approval from Finance Committee.

Business/Professional Expenses Reimbursement

Business and professional expenses for church business will be reimbursed under an accountable reimbursement arrangement according to the annual operating budget and in accordance with reimbursement documentation procedures established by the Finance Committee. Currently, these expenses include: automobile mileage (at the standard IRS mileage rate), lodging, parking, meals, and job-related resource purchases. The expenses must be approved in advance by the Finance Committee. Signed receipt/invoices should be submitted to the Administrative Secretary for approved reimbursement in a timely manner.

The costs of commuting between home and church are not reimbursable.

Section 6: Salary

Payroll Deductions

The following is a list of required deductions that the church will withhold from employee paychecks:

- Federal income tax
- FICA (Social Security and Medicare)
- State income tax

Annual Salary Recommendations

The Personnel Committee will make salary recommendations to the Finance Committee for the next year's budget following the budget preparation guidelines. The Finance Committee will determine the budget and present proposed budget to the congregation for approval.

The Personnel Committee will use the following resources when developing their recommendations:

- Feedback from employee during annual evaluation conference
- Input from Pastor
- Input from a committee directly working with an employee such as Children/Youth Committee working with Minister to Children and Minister to Youth
- Input from Deacons

Section 7: Benefits

See Section 10 for Pastor's Benefits (Covenant)

All benefits listed below apply to part-time employees with a regular weekly schedule

Holidays

The Church provides the following paid holidays for part-time employees:

New Year's Day	Easter Monday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Eve	Christmas Day

The paid holiday only applies if the holiday falls on a scheduled day to work.

Emergency Closings

Emergencies such as severe weather, fire, and power failure may require the closing of the Church and/or Church office. The decision to close and notification to staff members will be made by the Pastor and/or Chair of Deacons. Staff members will receive full pay when the Church is closed for an emergency on a scheduled day to work.

Vacations

After 12 consecutive months of employment, one (1) week of paid vacation will be granted.

After 48 consecutive months of employment, employees will be granted two (2) weeks of paid vacation.

After 120 consecutive months of employment, employees will be granted three (3) weeks of paid vacation.

This week of vacation will consist of a Sunday and Wednesday for Minister of Music, Organist, and Pianist. The week of vacation for the Administrative

Secretary, Assistant Secretary, Minister to Youth and Minister to Children will consist of days worked in a typical week.

Part-time employees eligible for vacation time may carry over three (3) days of vacation from one year to the next. Any unused days over three (3) will be lost at the end of the twelfth consecutive month of employment.

Sick Leave

When it is necessary for an employee to be absent for illness or injury, sick leave with pay will be granted to part-time employees who have a set weekly schedule. Sick leave will be granted to employees at a rate of one-half day per month or six (6) days per year. Any unused sick days will be lost on December 31. Responsible and honest use of sick leave is expected. In certain cases, medical notes may be requested.

Bereavement Leave

Three (3) days of bereavement leave with pay is provided for full-time employees (Pastor) and two (2) days of bereavement leave with pay is provided for part-time employees in the event of an immediate family member's death. Spouse, children, parents, siblings, grandparents, grandchildren, brother-in-law, and sister-in-law are considered as immediate family. Requests are to be made to the Pastor and/or Personnel Committee.

Family and Medical Leave (FMLA)

Employees may take up to twelve (12) weeks of unpaid family or medical leave within a 12-month period and may be restored to the same or equivalent position upon his or her return to work. To be eligible for family or medical leave, the employee must be employed by the Church for at least twelve (12) months.

Eligible employees may take family leave for any of the following reasons:

- The birth of a child and care for such child
- The adoption of a child or placement of a child with an employee in foster care
- To care for a spouse, your child, or parent with a serious health condition

Any leave due to the birth of a child or the placement of a child for adoption or foster care must be completed within one (1) year of the date of birth or placement of the child.

Benefit accruals, such as vacation, sick leave, or holiday benefits will be suspended during the leave and will resume upon return to active employment.

If the employee's need for family or medical leave is foreseeable, he or she must give 30-days' written notice. If the need is not foreseeable, the employee must give notice to the Pastor and Personnel Committee as soon as the need for the leave is known.

Jury Duty

The Church acknowledges the role of Christians as citizens with community responsibilities, including jury duty. Unpaid leave will be granted to employees for any time away from the job while serving on jury duty. If the employee can report to work after jury duty or can complete work at home, consideration will be given for pay for the day(s) missed.

Conventions, Conferences, and Continuing Education

Ministerial and ministerial support staff members are expected to be aware of new trends and methods in their areas of responsibility. To this end, employees are allowed time to participate in conferences, conventions, and continuing education programs.

The policy of the Church is that time away for this purpose should not exceed one week per year, and may include one Sunday if necessary.

During the budget preparation process for the upcoming calendar year, staff members must submit to the Pastor and Personnel Committee a request for the event to include estimated expenses. The Personnel Committee will review requests and will submit to Finance Committee for approval. Money needed for event expenses will then be added to next year's budget.

Unemployment Compensation

Churches are exempt from federal unemployment regulations under the Federal Unemployment Act (FUTA). Ringgold Baptist Church has chosen not to participate in FUTA.

Leave of Absence

In extenuating circumstances, employees may request additional leave, without pay, beyond their vacation leave. On a case-by-case basis and in its sole and absolute discretion, the Pastor and Personnel Committee will consider requests on an individual basis. All approvals will be reported at the next scheduled church business meeting (unless confidentiality is deemed necessary).

Workers' Compensation

Workers' compensation coverage will be provided for all employees under the benefits of the Virginia Workers' Compensation Law. In case of a job-related injury or illness, the employee must immediately notify the Pastor and/or Personnel Committee and must complete an employee accident report. The Administrative Secretary will be responsible for reporting the accident and for submitting the report to the church's insurance company.

Retirement Plan, Disability Insurance, and Medical Insurance

Ringgold Baptist Church does not offer these benefits to part-time employees.

Social Security

All employees are covered under either the Federal Insurance Contribution Act (FICA) or the Self-Employed Contribution Act (SECA) as determined under the United States IRS Code.

The employee will pay their share of social security.

Employee Service Award Program

Beginning in 2016, all employees who have a regular schedule of work and who have been employed on a regular and continuous basis will be recognized at

his/her first anniversary and every fifth year thereafter. This recognition allows our Church to express appreciation for long and faithful service. Ringgold Baptist Church provides a service award in the increments listed below to each recipient. This award will be presented to employees during a worship service. The Personnel Committee will also recognize all employees during “Pastor Appreciation Week.”

The schedule of service awards is as follows:

1 st year	\$25
5 th year	\$50
10 th year	\$100
15 th year	\$150
20 th year	\$200
25 th year	\$250
30 th year	\$300
35 th year	\$350

The amount needed for service awards for the upcoming budget year will be submitted by the Personnel Committee to the Finance committee for approval and then placed in the upcoming year’s budget.

Section 8: Policies and Procedures for Discipline and Termination of Employees

Disciplinary Action

The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service. Ringgold Baptist church adheres to an employment-at-will policy permitting the employee or church to terminate employment for any reason at any time. By accepting employment with the Church, each employee agrees that his or her employment is at-will with the Church.

A voluntary termination/resignation is a termination that is initiated by the employee. The Church would like employees to give at least two (2) weeks' written notice before leaving the job. Written notice should include the employee's reason for leaving and the last day of work. Written notice will be given to the Personnel Committee. The Personnel Committee will present request to congregation for approval.

An involuntary termination/dismissal is a termination that is initiated by Ringgold Baptist Church. The Personnel Committee, with input from Pastor and Board of Deacons, will give a written notice to employee. The Personnel Committee will present written notice to congregation for approval.

An exit interview with the Pastor and Personnel Committee will be required in most cases when an employee leaves Ringgold Baptist Church.

Progressive Discipline

In its sole and absolute discretion, the Pastor and the Personnel Committee may feel that progressive discipline, rather than immediate termination, would be appropriate. Progressive discipline attempts to provide employees with notice of unsatisfactory conduct or performance and opportunity to improve. If deemed warranted, progressive discipline allows for any or all of the following four steps.

Step 1: Verbal Warning – Discussion of problem with Pastor and/or Personnel Committee. The date and subject of discussion will be documented by

the Pastor and/or Personnel Committee and placed in the employee's personnel file.

Step 2: Written Warning – Written communication to the employee of unacceptable performance or conduct and corrective action is required. Satisfactory performance must be demonstrated in a period of time determined by the Pastor/Personnel Committee. The employee will be asked to initial the communication to indicate that it has been read. Such indication does not mean that the employee agrees with the content. The Pastor and/or Personnel Committee will sign and file the communication in the employee's personnel file.

Step 3: Suspension – The Pastor and/or Personnel Committee chair have the authority to suspend an employee, with or without pay. There are certain employee conducts that are serious enough to justify suspension of employment without following the usual progressive disciplinary steps. In such an event, the Pastor and/or Personnel Committee are authorized to immediately suspend and order the employee off the premises.

Step 4: Termination of Employment – If satisfactory remedial action by the employee is not taken in one or more of the previous steps, then the employee may be terminated by the Church.

Grounds for Disciplinary Action

Grounds for disciplinary action include, but are not limited to, the following:

- Poor job performance
- Absence from work without appropriate notice
- Excessive tardiness or abuse of privileges
- Insubordination
- Possession, distribution, or use of illegal drugs/alcohol/substance at work
- Reporting to work impaired as a result of drugs/alcohol/substance
- Possession of firearms/weapons on church grounds
- Security violations (breach of confidentiality)
- Willful destruction, loss, or theft of church property
- Disorderly conduct (verbal and physical)

- Sexual harassment of fellow staff, church members, or church visitors
- Dishonesty in fulfilling job requirements
- Violating God's laws that affect how others see you biblically, spiritually, and ethically
- Violation of any law adversely affecting Ringgold Baptist Church or conviction in court of any crime that may cause the employee to be regarded as unsuitable for continued employment

Grievance Procedure

Problems arising from employment or conditions of employment are to be directed to the Pastor and the Personnel Committee. In cases where a solution to the problem is not resolved and documented in writing, the Pastor and Chair of Personnel Committee will coordinate a meeting with the Board of Deacons.

Name: _____

Date: _____

Exit Interview - Ringgold Baptist Church

During your employment with Ringgold Baptist Church, you learned much about us as a place to work; therefore, we would like to learn your overall impression of our policies and practices as an employer. The questionnaire is confidential and provides us with valuable feedback regarding our strengths and weaknesses as an employer.

1. How long were you employed by Ringgold Baptist Church? _____

2. In which position were you employed? _____

3. What are your reasons for leaving this position?

4. If you are going to another job, what influenced you to do so?

5. What do you think of the position in which you worked?

6. What did you like **most** about your position?

7. What did you like **most** about the church as your employer?

8. What did you like **least** about your position?

9. What did you like **least** about the church as your employer?

10. Were you kept informed about activities and changes in policies and practices?

11. How would you rate the quality of the supervision you received?

12. Did you feel free to make comments and suggestions to your supervisor?

13. Do you feel you had the opportunity to make good use of your skills and abilities? _____

14. How do you feel about the amount of work you were expected to do?

15.If you felt you were overworked or underworked, what could be done to correct this? For example, add staff, distribute duties among existing staff, decrease staff, etc.

16.What additional training would have helped you in your job?

17.Would you recommend the church as a place to work?

- Absolutely
- Yes, with reservations
- No

18.What is the single action the church could do to make this a better place to work?

19.Please comment on the rate of pay and benefits of your job.

20.Please share any additional comments you have about your job and/or the church as your employer

Thank you for completing this survey. We wish you much success in your future endeavors.

Please return this survey to the Chair of the Personnel Committee.

Section 9: Employee Evaluations

Performance Evaluations

Based on actual work performance, a review/evaluation will be conducted with you by the Personnel Committee, the Pastor, and certain individuals from appropriate committees. **This review/evaluation will be conducted by September 30 of each year.** This is a formal and documented review. Casual and undocumented discussions during the year could also be a part of your performance evaluation. The Pastor will be evaluated annually by the Board of Deacons, with input from the Personnel Committee.

This review is intended to provide support to the individual; to improve the performance of the individual by providing meaningful, constructive feedback on the adequacy of performance; and to assist in the development and fulfillment of professional and personal growth goals, as well as the ministry plan of the congregation. The employee's signature on the review form will serve as notice that the review has taken place and not whether the employee agrees or disagrees with the contents.

Ringgold Baptist Church

Pastor Performance Evaluation

Evaluation completed by:

_____ Pastor (self-evaluation)

Date _____

_____ Board of Deacons

Date _____

Name of Pastor _____

Performance Rating Scale:

Good (4) Performance consistently exceeds requirements/expectations.
Pastor's productivity and achievements are recognized as very good.

Average (3) Performance consistently meets, but does not exceed,
requirements/expectations.

Fair (2) Performance occasionally does not meet requirements/
expectations.

Needs Improvement (1) Performance does not meet requirements/expectations.
Improvement(s) is(are) necessary.

Not Applicable (NA) Does not apply to the Pastor.

Please rate the following 10 performance review areas with a 4 (good), 3 (average), 2 (fair), 1 (needs improvement), or NA (not applicable).

Please add comments(s) on each performance review area. Use back of page if more space is needed.

Please turn completed performance review into the Chair of Deacons by _____.

Performance Review for Pastor of Ringgold Baptist Church

1. Spiritual Formation and Self-Care

Rating _____

Evidences a commitment to personal prayer, Bible study, and reading for spiritual growth. Observes the Sabbath for personal renewal. Takes time throughout the year for personal spiritual retreats. Is open to receiving spiritual direction from others. Honors and models healthy life-styles (spiritual, physical, and emotional) for strengthening individual and family health.

2. Worship Leadership

Rating _____

Is an effective preacher and worship leader. Organizes and plans worship services with skill and care. Creates an inspiring worship time and gives attention to issues as the reverence, pace, and energy of the service. Includes other individuals by encouraging participation in liturgy.

3. Administration

Rating _____

Uses time well and appropriately prioritizes duties. Makes a positive impression on others. Works well within committees and other small group teams. Completes required paperwork in a timely manner. Knowledgeable in policies and procedures. Demonstrates intentional day-to-day involvement in the financial and facilities operation of the church. Works as a productive and supportive team member. Supervisors all ministerial staff and non-ministerial/support staff fairly. Is a good listener.

4. Discipleship

Rating _____

Is an engaging teacher and Bible study leader. Encourages those in the church to grow in their faith. Challenges people to tithe. Demonstrates competence in basic theology and biblical studies. Demonstrates a comprehensive spiritual knowledge needed to perform the primary tasks of ministry. Works to expand the number and participation in all small groups of the church such as Sunday School classes, prayer groups, and WMU circles.

5. Mission Issues

Rating _____

Lives out the mission, vision, and values of the Church and communicates the mission of the church in word and deed. Engaged in mission by leading the church to help those in need. Encourages local and foreign missions.

6. Evangelism

Rating _____

Spends time with people who are not yet participating in the life of the church. Challenges the church to reach those not active in the congregation. Clearly presents the salvation message of Jesus to others. Trains and equips people in the church to share their faith with others.

7. Pastoral Care

Rating _____

Is attentive to the ministries of hospital and home visitation, counseling, caring ministry, funerals, contacting shut-ins, etc. Is very approachable and enjoys each contact. The pastor enables and partners with the laity in the caring ministry of the church.

8. Leadership

Rating _____

Leads by providing a strong sense of vision and direction for the ministries of the church. Demonstrates strong organizational skills, delegates appropriately, and understands his role and its function within the church. Uses good communication skills (verbal, written, listening, and body language). Honors confidentiality. Attire is appropriate for both task and the context of the church. Relationships with staff persons are appropriate. Sets a good example for staff. Understands and manages conflict in a positive manner. Respects and honors all persons. Punctual and prepared for assignments. Known and respected in the community.

9. Denominational Involvement

Rating _____

Serves on committees and task groups for connectional involvement. Encourages church members to serve on local and state committees.

10. Team Building and Equipping

Rating _____

Effectively builds teams to multiply church's ministry by being an effective recruiter, by coaching and equipping laity to be in ministry, by sharing credit for successes with a team, by seeking out new people to be in ministry, and by investing in emerging leaders. Demonstrates consistent and effective leadership by casting vision for positive change, by being open to new ideas, by being able to build consensus for a new idea and implementing it, and believing the best days for the church are in the future.

Ringgold Baptist Church

20__ Performance Review Summary and Conference

Name of Pastor _____

Date of Conference _____

Rating Period _____

Evaluated by Board of Deacons

Signature (Chair of Board of Deacons) _____

Summary of Ratings:

Performance Area	Self-Evaluation	Deacons
1. Spiritual Formation and Self-Care	_____	_____
2. Worship Leadership	_____	_____
3. Administration	_____	_____
4. Discipleship	_____	_____
5. Mission Issues	_____	_____
6. Evangelism	_____	_____
7. Pastoral Care	_____	_____
8. Leadership	_____	_____
9. Denominational Involvement	_____	_____
10. Team Building and Equipping	_____	_____
Total	_____	_____

Comments:

Pastor Acknowledgement:

I have read and discussed this appraisal with the Board of Deacons, and I have received a copy.

I understand that my signature indicates that I have been personally appraised of my performance. It does not, however, indicate my agreement with the evaluation.

Pastor Signature: _____ Date _____

Ringgold Baptist Church

Ministerial Staff Performance Evaluation

Evaluation completed by:

_____ Employee (self-evaluation) Date _____

_____ RBC Pastor Date _____

_____ Personnel Committee Date _____

Name of Employee _____

Job Title _____

Performance Rating Scale:

- | | |
|------------------------|--|
| Good (4) | Performance consistently exceeds requirements/expectations.
Position productivity and achievements are recognized as very good. |
| Average (3) | Performance consistently meets, but does not exceed, requirements/expectations for the position. |
| Fair (2) | Performance occasionally does not meet requirements/expectations. |
| Needs Improvements (1) | Performance does not meet requirements/expectations.
Improvement(s) is(are) necessary. |
| Not Applicable (NA) | Does not apply to the position. |

Please rate the following 15 performance review areas with a 4 (good), 3 (average), 2 (fair), 1 (needs improvement), or NA (not applicable).

Please add comment(s) on each performance review area. Use back of page if more space is needed.

Please turn completed performance review into Chair of Personnel Committee by _____.

Performance Review for Ministerial Staff

1. Adaptability

Rating_____

This relates to the ability to handle change due to circumstances outside evaluatee's control.

2. Administrative Skills

Rating_____

This relates to the ability to organize, implement, and follow-through to completion those daily tasks necessary to the functioning of the church (ie. correspondence, business management, time management, etc.).

3. Commitment

Rating_____

This relates to the level of personal involvement. Is there follow-through and an effort to carry on to completion.

4. Communication

Rating_____

What are the speaking and listening skills? Is written communication clear and accurate?

5. Congregational Relations

Rating_____

Is a ministry of love seen and heard? Can criticism be heard without perceiving personal attack? Can issues be dealt with positively? Is there confidentiality?

6. Creativity

Rating_____

Is there an ability to “think outside the box”? Is there the willingness to try new things to fulfill the calling?

7. Dependability

Rating_____

Is there personal accountability for actions? Can the evaluatee be relied on in any circumstance?

8. Discipline

Rating_____

Are good work habits evidenced? Are emotions controlled and expressed positively?

9. Enthusiasm

Rating_____

Is there a passion evidenced in the calling? Is there a striving for excellence? Is there an excitement for the effort?

10. Leadership

Rating_____

Is there a willingness to set the example? Are positive methods of encouragement and reinforcement used?

11. Ministry Focus

Rating_____

Is there a clear sense of calling that is translated into performance? Are distractions overcome?

12. Professional Performance

Rating_____

Is the appearance and demeanor suitable/appropriate for the occasion (such as during worship service)? Is preparation evident? Is the job description being met?

13. Self-Improvement

Rating_____

Can a critical self-appraisal be made? Is there continued effort toward self-improvement?

14. Staff Relations

Rating_____

Is a ministry of love seen and heard? Is there a spirit of cooperation effort and mutual support?

15. Vision and Planning

Rating_____

Is prayerful preparation evident? Is there an effort to bring others into the planning process? Are plans and schedules posted in advance and visible to all?

Ringgold Baptist Church

20 ____ Performance Review Summary and Conference

Employee Name _____

Date of Conference _____

Rating Period _____

Evaluated by Pastor/Personnel Committee.

Signature (Pastor) _____

Signature (Chair of Personnel Committee) _____

Summary of Ratings:

Performance Area	Self-Evaluation	Pastor/ Personnel Com.
1. Adaptability	_____	_____
2. Administrative Skills	_____	_____
3. Commitment	_____	_____
4. Communication	_____	_____
5. Congregational Relations	_____	_____
6. Creativity	_____	_____
7. Dependability	_____	_____
8. Discipline	_____	_____
9. Enthusiasm	_____	_____
10. Leadership	_____	_____
11. Ministry Focus	_____	_____
12. Professional Performance	_____	_____
13. Self-Improvement	_____	_____
14. Staff Relations	_____	_____
15. Vision and Planning	_____	_____
Total	_____	_____

Comments

Employee Acknowledgement:

I have read and discussed this appraisal with the Pastor and Personnel Committee, and I have received a copy. I understand that my signature indicates that I have been personally appraised of my performance. It does not, however, indicate my agreement with the evaluation.

Employee Signature: _____ Date _____

Ringgold Baptist Church

Ministerial Support Staff/Non-Ministerial Support Staff Performance Evaluation

Evaluation completed by:

_____ Employee (self-evaluation) Date _____

_____ RBC Pastor Date _____

_____ Personnel Committee Date _____

Name of Employee _____

Job Title _____

Performance Rating Scale:

- | | |
|------------------------|---|
| Good (4) | Performance consistently exceeds requirements/expectations. Position productivity and achievements are recognized as very good. |
| Average (3) | Performance consistently meets, but does not exceed, requirements/expectations for the position. |
| Fair (2) | Performance occasionally does not meet requirements/expectations. |
| Needs Improvements (1) | Performance does not meet requirements/expectations. Improvement(s) is(are) necessary. |
| Not Applicable (NA) | Does not apply to the position. |

Please rate the following 15 performance review areas with a 4 (good), 3 (average), 2 (fair), 1 (needs improvement), or NA (not applicable).

Please add comment(s) on each performance review area. Use back of page if more space is needed.

Please turn completed performance review into Chair of Personnel Committee by

_____.

Performance Review for Ministerial Support Staff/Non-Ministerial Support Staff

1. Job Knowledge **Rating**_____

Consider the extent to which the employee demonstrates a thorough knowledge of job duties, applies the knowledge required to fulfill the duties and responsibilities of the position, and appreciates the purpose of the job.

2. Quality of Work **Rating**_____

Consider the accuracy, thoroughness, neatness, and related characteristics to the work produced or accomplished.

3. Productivity **Rating**_____

Consider the extent to which the employee consistently maintains the volume of work in relation to the volume required for proficient job performance.

4. Communication **Rating**_____

Consider the ability of the employee to transmit knowledge and ideas orally and/or in writing with the effectiveness and clarity relative to the requirements of the job. Also consider the nonverbal communication of a professional manner and appearance.

5. Attendance **Rating**_____

Consider the employee's prompt arrival to work, number of days absent, time spent away from job duties during the day, and leaving early. (Do not consider absences taken under the Family and Medical Leave Act and/or any state family and medical leave).

6. Flexibility/Adaptability **Rating**_____

Consider how the employee adjusts to varying job assignments, day-to-day demands, and/or a work environment impacted by change.

7. Level or required Supervision **Rating**_____

Consider how the employee's performance dictates the amount of time and effort required to direct and manage the employee.

8. Performance Under Pressure **Rating**_____

Evaluate the manner and consistency of performance under pressure, and the ability to meet schedules and deadlines.

9. Teamwork **Rating**_____

Evaluate the employee's ability to cooperate for the good of the group and how willing he/she is to work with others.

10. Continued Improvement **Rating**_____

Weigh participating in support staff seminars, in-house training, and personal efforts to grow and improve in job-related knowledge.

Ringgold Baptist Church

20 ____ Performance Review Summary and Conference

Employee Name _____

Date of Conference _____

Rating Period _____

Evaluated by Pastor/Personnel Committee.

Signature (Pastor) _____

Signature (Chair of Personnel Committee) _____

Summary of Ratings:

Performance Area	Self-Evaluation	Pastor/ Personnel Com.
1. Job Knowledge	_____	_____
2. Quality of Work	_____	_____
3. Productivity	_____	_____
4. Communication	_____	_____
5. Attendance	_____	_____
6. Flexibility/Adaptability	_____	_____
7. Level of Required Supervision	_____	_____
8. Performance Under Pressure	_____	_____
9. Teamwork	_____	_____
10. Continued Improvement	_____	_____
Total	_____	_____

Comments _____

Employee Acknowledgement:

I have read and discussed this appraisal with the Pastor and Personnel Committee, and I have received a copy. I understand that my signature indicates that I have been personally appraised of my performance. It does not, however, indicate my agreement with the evaluation.

Employee Signature: _____ Date _____